MINUTES OF THE MEETING
Of The
METROPOLITAN BUILDING COMMITTEE
Wednesday, November 11th, 1964,
Room 253, 1441 Drummond Street,
12:30 P.M.

ATTENDANCE: I.R. Tait, presiding. Messrs: F.F. Fulton, R.E. Heartz, R.C. Rae, W.D. Robb, A.E. Sargent, F.G. Hubbard, R. Whittingham, C.M. McCully.

Regrets: W.E. Adkins, G.Shaw, H. Umphrey, N. Wrightson.

GRACE: The minutes of the meeting of April 23rd having been circulated by mail were taken as read and approved with the following correction: "The Supervising Fee for the Central Scientific Co. Limited for the contracts on Laboratory Furnishings and Equipment should be 3.4% and not 4% as recorded".

SGWU--H.F. HALL BUILDING:

(a) Kitchen Equipment Contract--It was reported that this contract had been placed with Robert Mitchell & Co. Ltd., the second lowest bidder. After much consideration and investigation it was finally decided, with the approval of the government officials, that this contract should not be awarded to the low bidder for a number of reasons, among which was the fact that the cafeteria consultants felt strongly that the company was not equipped to do a quality job, an opinion which careful inquiries confirmed. The General Contractor is now very satisfied with the way in which this matter has been handled and has already had made available by Robert Mitchell Co. Ltd. a considerable number of shop drawings of equipment to be fabricated.

(b) Laboratory Furnishings & Equipment--The tenders for the Lab Furnishings and Equipment were opened on October 29th. The low bid was filed by the Wilson Scientific Supply Company of Toronto, in an amount of $1,044,500. against a budgeted allocation of $1,047,075. Following the submission the company immediately made a statement in writing that they could not meet the scheduled dates on segments of the work. They were invited to review this matter and, at the same time, were given information on possible Quebec sources for parts of their contract. Their final report is due on November 17th. A deposit from this company of $113,000 is being retained and they have been given no indication whatever that they could withdraw from their tender obligations.

In the discussions it was pointed out that all the preliminary work relating to the development of plans and specifications had been undertaken by Central Scientific Co., who would continue to act as consultants and would supervise the detailed implementation of the contract for a fee of 3.4%.

It was pointed out that the General Contractor had been asked to take on the responsibility for overall supervision in meeting scheduled dates. There will be some cost related to this function, the details of which will be available in the near future.

It was agreed on motion by F.F. Fulton, seconded by R.E. Heartz that the action of the Chairman with respect to this contract in holding the lowest bidder to his commitment, be confirmed.

(c) Performance Bond--Further to the action taken at the meeting on April 23 it was reported for information that a performance bond had been negotiated for 50% of the contract price and that the fee was $68,175.

(d) Procedure Regarding Change Orders--In connection with the approved procedure in dealing with changes indicating that the Chairman of the Building Committee be given authority to approve items entailing a cost of $10,000. or less, it was agreed that when such items reach the aggregate sum of $50,000. they be formally reported to the Building Committee for ratification.

SGWU--K.E. NORRIS BUILDING:
Bursar's and Registrar's Offices--It was reported that the extension to these areas are now completed and in use and that the final cost figure was approximately $ 3000 less than the overall estimate of $53,000.

RENOVATIONS AND REPAIRS: Reference was made to the lengthy memorandum of Branch renovations and repairs deferred from the last meeting. Postponement of consideration was related to completion of negotiations about Branch subsidies for 1964/65 and final consolidation of budgets. This latter step has now been completed.

It was agreed that L.C. Clark, former Building Superintendent should be asked to examine these submissions in detail and make an appraisal of priorities for subsequent review by the Committee.

Since the submissions on Branch repairs have been filed, a condition in the terracotta cornice in the Downtown Branch Building has developed which calls for extensive renovation in that area. This item will become a part of later consideration of these matters.

SGWU--H.F. HALL BUILDING PROJECT:
(a) Progress Report: The progress report as submitted by Mr. A.E. Sargent was presented as indicated below:

Satisfactory progress being made in all areas.
Latest revision of C.P.S. advances date of occupation of 10th floor from June 21st 1966 to June 2nd, 1966.
Structural steel is one full week ahead of schedule. Bridge Co. now promises to be off the job on February 9th, 1965 which is one full month earlier than the estimated completion date.
General contractor is now on schedule and is prepared to take full advantage of Bridge Co's advanced schedule. This will entail a further tightening of schedules for all trades.
General contractor has strengthened his staff by adding an experienced engineer to co-ordinate the work of all trades. This has helped the progress of the job and the effect has been noticeable. He now has a staff of 18 on the job.
The architects and engineers have a staff of six on the site full-time with others making daily visits or being "on call" as required.
The number of bodies employed at the site has increased from 10 in April to 242 at November 7th.
The contractor's Progress Claim for October was for $1,064,516. and he has completed over 2.5 million dollars to date.

(b) Ratification of Change Orders: Ratification of Change Orders as indicated in a detailed memorandum filed with these minutes, was approved on motion by W.D. Robb and seconded by R.C. Rae. The difference between the cumulative debits and credits as of October 31st is $17,926.

(c) Furnishings & Equipment Budget Tabulation: The details of the estimate of $1,781,858. for furnishings and equipment to which reference was made at an earlier meeting were reported as follows:

HENRY F. HALL BUILDING
Furnishings & Equipment Budget
as included in project financing to date
April 23/64

Science Faculty		
Laboratory furniture for Biology, Chemistry & physics	$932,930	
Geology	17,500	
As per CENCO estimater		$950,430
Engineering Faculty- per CENCO estimates		78,070
Arts Faculty		
Language Laboratories - estimated by department	40,000	
Social Science Lab - " " CENCO	5,000	
Fine Arts studios - " " Bursar's office	23,000	
Psychology laboratory - " " CENCO	11,800	
Statistics laboratory - " " CENCO	2,475	82,275
Total laboratory furniture & equipment		1,110,775
Classrooms, Auditoria, Offices and Lounges		434,918
Includes furniture, drapes, blackboards, tackboards, classroom desks, etc. Estimates prepared by Bursar's office		
Library Furniture		75,165
Science & Reserve Library - estimate prepared by University Librarian		
Cafeteria		
Furniture - estimated by Bursar's Department	25,000	
Dishes and Cutlery - estimated by Bernard & Assoc.	40,000	65,000
Student Lockers 4000 @ $15		60,000
Maintenance		
12 floor cleaning machines @$2800		36,000
TOTAL BUDGET		1,781,858

As a matter of information the budget allocation for Laboratory Furnishings and Equipment of $1,047,075, to which reference is made in an earlier paragraph, is confirmed by using the total Laboratory Furnishings and Equipment estimate of $1,110,775. less the item for Language Laboratory for $40,000 and Fine Arts studios of $23,000 which are excluded from the tenders now under review.

SALES TAX REFUNDS: Some discussion took place regarding the methods to be used in filing claims of refunds of sales tax on construction materials. The government offers alternate methods:

(1) a detailed request documented by appropriate invoices and certificates.
(2) the adoption of a formula relating to the total contract.

It was pointed out that the current formula prevails until December 31/64. The nature of a new formula presumably to be available early in 1965 is not known.

The Chairman pointed out that this matter is the subject of a good deal of consideration and review by the Protestant School Board and that, as yet,

no single method has been adopted.
Reference was made to a visit of the local inspector who called attention to some of the practical problems related to submission of detailed refund claims.
It was agreed that no final action should be taken on this matter until early in 1965 when the new procedures are available for review and appraisal.

ARCHITECT'S FEES: The Chairman referred unofficially to a letter which is forthcoming from the architect's asking for reconsideration of the fee structure which is now 5.3% of the total contract up to $15,000,000 and 5% for any amount in excess of that figure. This fee pattern was confirmed in writing and formally recorded in the minutes of April 24, 1963. The reason behind the desire for a reconsideration is related to the architect's suggestion at the outset that in lieu of an extra fee of 2.5% on detailed laboratory layouts and air conditioning an overall fee of 5.3% would cover this work in the overall $15,000,000 estimate. It now appears that instead of a $2,000,000. cost for air conditioning and laboratory layouts the amount will be $3,600,000. In consequence the possibility of reverting to the original fee pattern of 5% plus 2.5 is suggested.

In discussing this matter it was felt that, inasmuch as the details of the contract with the architects have been released to government officials and confirmed as a part of the total building project, that no change could be made without first of all testing the matter with the Provincial Government.

ADJOURNMENT: The meeting adjourned at 2 p.m.

SECRETARY

CHAIRMAN